

RCPCH guidance on annual leave and study leave for LTFT trainees

Study Leave

Trainees in England undertaking LTFT training should receive equitable access to study leave and funding. This is now centralized through Health Education England. Typically a LTFT trainee will receive a pro rata number of study leave days and will have the cost of events reimbursed at the same rate as for full time trainees.

Study leave taken on a day not normally worked should count as a normal paid day (as it is for full time trainees) and so another day normally worked may need to be taken off in compensation to ensure the LTFTT is not being asked to work additional days.

Annual Leave and bank holidays

LTFT trainees are entitled to pro-rata annual leave and bank holidays.

There are 8 bank holidays per year. A LTFT trainee's entitlement is pro rata (that is, a trainee working at 60% WTE will be entitled to 5 bank holidays). Depending on the regular days of work and when Christmas falls, trainees might / might not be due to work on bank holidays (the "advantage" usually falls on people working on Mondays).

As LTFT trainees can claim a proportion of bank holidays, in return, the LTFT trainee must be available to work some of these bank holidays. Trainees for whom bank holidays do not fall on regular working days are entitled to take days in lieu (effectively extra annual leave) but this must be mutually agreed. Trainees who cannot take lieu days are entitled to extra pay at the end of a job.

Some Trusts have the policy of giving part time workers an additional leave allowance in the form of pro rata days. i.e. 5 extra days leave per year. If the doctor does not work the bank holiday they then have 1 day deducted from the 5 days allowance but then if a doctor works a bank holiday they then still have the day to take from the allowance.

This is one example of calculating leave for a 60% trainee

- If a full time trainee has 32 days annual leave and 8 bank holidays in 12 months

- Then a LTFT trainee at 60% would get 19.2 days annual leave and 4.8 days for bank holidays (total 24 paid days off work per year).

Each bank holiday falling on a day a LTFT trainee normally works will result in a day's leave being deducted from the total allocation. If a bank holiday falls on a day not normally worked, then the leave allocation is not changed.